

LANGHAM COURT THEATRE SOCIETY –

BOARD MEETING MINUTES January 13, 2025

Attendance: Caroline Herbert (President), Gloria Di Ioia (Vice-President), Marilyn Kuss (Secretary), Dick Newson (Treasurer), Jacqollyne Keath (Member at Large), John Varszegi (Member at Large)

Absent: Amanda Heffelfinger (in Mexico), Don Keith (no reason given)

Chairperson: Caroline Herbert

Minutes by Marilyn Kuss

Call to order: 5:04

1. Territorial Acknowledgment: Langham Court Theatre resides on the territories of the *ləkʷəŋən* speaking peoples, also known as the Esquimalt and Songhees First Nation. We live and create on this land with humility and gratitude.

2. Approval of Agenda for January 13, 2025, Board Meeting

Moved by Jacqollyne Keath, seconded by Gloria Di Ioia

CARRIED

3. Approval of November 11, 2024, Minutes from Board Meeting

Moved by Dick Newson, seconded by Gloria Di Ioia

CARRIED

GUEST -- Lisa Mort-Putland from Volunteer Victoria

Presentations: John Varszegi

* Community Stage: Plan lead time for 2-3 one night turnkey events; find space on the calendar.

* Theatre Rental Project – the Board gave its support for John Vareszi to continue to work on this project.

* Props Room Inventory – the Board prefers to leave this project to the props mistress

* Group selling –the Board gave its support for John Varszegi to continue to work on this project while also acknowledging the case for groups “sponsoring” Langham.

* One-Act Theatre Festival – the Board wants more information before deciding if we want to be involved or just do a rental. Keep both options open.

4. Business Arising from the November 11 Meeting

* the Board gave its support for Narissa Chadwick to hold a second one-night rental event, date to be determined; for Grace Petrie to hold a second one-night rental event, date to be determined; and, for a one-night jazz event in August, date to be determined

* SoCan update – Dick Newson will look into the possibility of paying a yearly fee with this group

* Board members are working on criminal records checks and signing authority

5. Treasurer’s Report by Dick Newson

TREASURER’S NOTES

We have a very healthy financial position.

However.....

Our accountant has given us a “heads up” that in the longer term the Tax authorities can question the charitable status of charities which accumulate cash year after year.

Also it means that we are less likely to qualify for operating grants from institutions such as the Provincial Gaming Branch and the Victoria Foundation.

It also indicates that the Society is financially solvent – as long as the present administration and operation continues.

There is a need for a firm financial plan to meet both these opportunities and challenges.

All electronic payments are being transferred to the Square system used in the Bar. This will simplify the process of administering credit and debit card payments and recording cash. It will save time in the overall processing and accounting of box office transactions, and reduce the time taken by our Accountant in reconciling bank accounts which will make it easier to produce accurate, up to date financial reports on time.

The first 2 plays of the season have been very successful.

	Ticket sales	Total Revenue	%Paid	Donations
Ravenscroft	2,118	\$52,045	81%	766
Wickams	2,220	\$54,742	85%	205

The final report for the disability grant to the Federal Government was submitted – thanks to Gordon Alexander for steering this project through to completion.

Dick Newson, Treasurer

* Finance Sub-Committee:

- Review Fiscal 24/25 budget scenarios
- Implication of added wage costs
- Budget approval of proposed projects
- Future Grant application logistics: TBC for a presentation from subcommittee at board meeting in February or March.

MOTION: Be it resolved that the Langham Court Theatre Society Board of Directors approve the Treasurer’s Report and the Finance Committee report as presented.

Moved by Jacqollyne Keath, seconded by John Varszegi

CARRIED

6. Secretary’s Report

Electronic Motion: Be it resolved that Langham Court Theatre Board of Directors approve spending up to \$1,000 on the 2024 Holiday Party.

Moved by Amanda Heffelfinger, seconded by John Varszegi

CARRIED

Electronic Motion: Be it resolved that Langham Court Theatre Board of Directors approve the cost of 2 ASL (American Sign Language) Interpreters of up to \$1,400.

Moved by Jacqollyne Keath, seconded by Dick Newson

CARRIED

- Received email with a bike rack suggestion.

Motion: Be it resolved that the Langham Court Theatre Society Board of Directors to spend up to \$1,500 for a new bike rack.

Moved by Dick Newson, seconded by John Varszegi

CARRIED

- Received email concerning hard to open emergency exit door from the basement to the front stairs
Dick Newson will make sign.
- Dick Newson will notify all concerned when he changes the door codes
- Co-Production Chairs will attend February Board Meeting
- Board approved in theory a request from Russ and Jeani Reynolds to do a 2nd Mandela evening in the first week of May with the same arrangements as last time.

7. New Business

*Board gave approval for an electrician to be hired to look into lighting issues.

* Need for Strategic Planning – Gloria Di Ioia and Caroline Herbert met with Bruce Gillespie.

* For next meeting, discuss hiring and maintenance on exterior of building

11. Next Board Meeting -Monday, Feb 10, 2025, 6:00 in the Rehearsal room

12. Adjournment – 9:02

Moved by Marilyn Kuss, seconded by John Varszegi